

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
36-2801**



27 SEPTEMBER 2012

Personnel

***ENLISTED, OFFICER, AND CIVILIAN
AWARDS PROGRAM (PA)***

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction establishes the responsibilities and procedures for nominating and selecting the 8th Fighter Wing (8 FW) Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Volunteer, Honor Guardsman, United States (US)/Korean National (KN) Civilian, Team quarterly and annual awards. In addition, this instruction establishes procedures for the 12 Outstanding Airman of the Year (12 OAY) and the First Sergeant of the Year Programs. It applies to all personnel assigned, attached, or associate units to the 8th Fighter Wing, Kunsan Air Base, Republic of Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Numerous changes were accomplished throughout to ensure most current office information and responsibilities were identified. Major changes include new categories and 8th Fighter Wing forms, changed AF 1206, *Nomination for Awards*, line requirements, and clarified lines per category.

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1. Objective: Establish quarterly/annual award procedures and guidelines for 8 FW and participating associate units. This program is to recognize superior performance and outstanding achievement. These guidelines apply to officer, enlisted, and GS/KGS civilian personnel.

2. Responsibilities:

2.1. 8th Fighter Wing Commander (8 FW/CC) will:

- 2.1.1. Provide management guidance and direction for wing formal and informal recognition programs.
- 2.1.2. Provide the resources and funding to support formal wing recognition programs.
- 2.1.3. Review and approve all board recommendations for quarterly and annual award winners.
- 2.1.4. Serve as the official host for all wing promotion and/or recognition ceremonies.

2.2. 8th Fighter Wing Vice Commander (8 FW/CV) will:

- 2.2.1. Review all quarterly and annual board results and provide recommendations to 8 FW/CC.

2.3. 8th Fighter Wing Director of Staff (8 FW/DS) will:

- 2.3.1. Provide management oversight and acts as advisor for the civilian, team, CGO and FGO recognition processes.
- 2.3.2. Establish officer/civilian quarterly/annual awards program suspense dates upon receipt of all higher headquarter suspense.
- 2.3.3. Determine board composition for wing quarterly and annual officer, team, and civilian categories and provide award packages to assigned board members.
- 2.3.4. Provide all CGO, FGO, Team, and Civilian board results with recommendations to 8 FW/CV for review.

2.4. 8th Fighter Wing Command Chief Master Sergeant (8 FW/CCC) will:

- 2.4.1. Provide management oversight and act as advisor for enlisted recognition programs.
- 2.4.2. Establish enlisted quarterly/annual awards program suspense dates upon receipt of all higher headquarter suspense.
- 2.4.3. Determine board composition for wing quarterly and annual Airman, NCO, SNCO, First Sergeant, Honor Guardsman and Volunteer categories and provide award packages to assigned board members.
- 2.4.4. Provide all enlisted and volunteer board results with recommendations to 8 FW/CV.

2.4.5. Coordinate with 8th Fighter Wing Command Chief Master Sergeant's Executive Assistant (8 FW/CCCE) to arrange ceremony or banquet.

2.5. 8th Fighter Wing Command Chief Master Sergeant's Executive Assistant (8 FW/CCCE) will:

2.5.1. Advertise all quarterly and annual awards suspense dates to the 8th Fighter Wing. Specific dates are to be publicized by the 8 FW/CCCE on an annual basis.

2.5.2. Coordinate with the 8th Fighter Wing Public Affairs (8 FW/PA) to have individual photos made of each winner for posting at the 8 FW building and the 8th Force Support Squadron's Loring Club.

2.5.3. Coordinate with 8th Fighter Wing Commander's Secretary (8 FW/CCS) to procure award plaques using Special Morale and Welfare (SM+W) funds.

2.5.4. Coordinate with 8 FW/DS and Kunsan Top Three to arrange ceremony or banquet.

2.5.5. Coordinate with base and local businesses as authorized concerning sponsorship.

2.6. 8th Fighter Wing Public Affairs (8 FW/PA) will:

2.6.1. Publicize the quarterly awards ceremony and the annual awards banquet.

2.6.2. Ensure awards program and the winners of each category receive the widest publicity coverage through all media available, i.e. Base Newspaper, Commanders Access Channel, and the American Forces Network (AFN).

2.6.3. Maintain a record of all base-level and higher annual award winners.

2.7. 8th Fighter Wing Protocol (8 FW/CCP) will:

2.7.1. Coordinate reservations and seating for all general officers, colonels, command chiefs, group superintendents and distinguished visitors for all award luncheons and banquets.

2.7.2. Prepare and send invitations and receive RSVPs for all general officers, colonels, command chiefs, group superintendents and distinguished visitors for each award luncheon and/or banquet.

2.7.3. Review scripts for wing ceremonies for conformity with proper customs, courtesies, and protocol.

2.7.4. Coordinate board composition with 8 FW/CCCE for quarterly and annual Honor Guard category boards and provide award packages to assigned board members.

2.7.5. Provide all honor guard board results with recommendations to 8 FW/CV.

2.8. Group/WSA Commanders/Superintendents will:

2.8.1. Manage their group/WSA level quarterly and annual awards programs for enlisted, officers, and civilians.

2.8.2. Forward Group winners to 8 FW/CCCE according to the yearly schedule.

2.8.3. Provide board representatives as requested by 8 FW/CCCE, 8 FW/DS and 8 FSS/FSMC. 2.9. **8 FSS/CD will:**

2.9.1. Coordinate with 8 FW/DS to determine quarterly and annual civilian board composition and forward board results and recommendations to 8 FW/DS.

2.10. **Associate units will:** All associate units (open to all sister services) are highly encouraged to participate in the Wolf Pack recognition process and programs. The requirements and guidelines of this instruction apply.

3. Eligibility:

3.1. Nominees must meet the following criteria:

3.1.1. Must be assigned, attached, or associated with the 8 FW for administrative purposes and be selected by their respective group/WSA commanders. To be eligible for annual awards, individuals must have a minimum of three months assigned to Kunsan AB. Specific achievements and accomplishments must have occurred during the quarter/year in which the nomination is submitted. Any exceptions to these criteria will be coordinated through the appropriate group chain of command to the 8 FW/CCC and 8 FW/DS.

3.1.2. Nominate individuals in a category by the rank they held for the majority of the period of award (>45 days for quarterly awards, >6 months for annual awards).

3.1.3. Must not have had an active Unfavorable Information File, received punishment pursuant to the UCMJ, such as an Article 15, have been subjected to or recipient of judicial/non-judicial punishment, control roster action, or other administrative actions (e.g. admonishment, reprimand, referral EPR/OPR, denial of reenlistment, etc.) during the award period.

3.1.4. Must meet fitness standards IAW AFI 36-2905, *Fitness Program*, at the time of submission and must not have had a failure at any time during the award period.

3.1.5. Enlisted

3.1.5.1. Must have possessed an Air Force Specialty Code skill level commensurate with grade, or have demonstrated outstanding performance in an approved retraining program during the award period.

3.1.6. First Sergeants

3.1.6.1. Must have held the 8F000 Air Force Specialty Code (AFSC) for a minimum of 6 months during the award period for annual awards.

3.1.7. Civilians

3.1.7.1. Must be assigned to the 8 FW and employed for a period of at least 45 days in order to be nominated for a quarterly award and have been employed for at least 6 months to be nominated for an annual award.

3.1.7.2. Must have no disciplinary action and no substantiated finding of discrimination or grievance against them during the award period.

3.1.7.3. Must have received an acceptable performance appraisal.

4. Award Categories and Applicability

4.1. Military:

4.1.1. Airman (AMN) of the Quarter and AMN of the Year; Enlisted in the grades of E-1 through E-4.

4.1.2. Noncommissioned Officer (NCO) of the Quarter and NCO of the Year; Enlisted in the grades of E-5 and E-6.

4.1.3. Senior Noncommissioned Officer (SNCO) of the Quarter and SNCO of the Year; Enlisted in the grades of E-7 and E-8.

4.1.4. Honor Guardsman of the Quarter and Honor Guardsman of the Year.

4.1.5. First Sergeant of the Year.

4.1.6. Company Grade Officer (CGO) of the Quarter and CGO of the Year; officers in the grades of O-1 through O-3.

4.1.7. Field Grade Officer (FGO) of the Quarter and FGO of the Year; officers in the grades of O-4 and O-5.

4.2. Civilian:

4.2.1. Category 3 - Manager, Supervisor, or Professional of the Quarter and Manager, Supervisor, or Professional of the Year: GS-09 or KGS-09 and above or equivalent level.

4.2.2. Category 2 - Administrative/Technical of the Quarter/Year: GS or KGS up to grade 08 or equivalent level.

4.2.3. Category 1 - Tradesman/Craftsman/Laborer of the Quarter/Year: All grades of WG or KWB or equivalent.

4.3. Military or Civilian:

4.3.1. Volunteer of the Quarter and Volunteer of the Year; Military or Department of Defense (DoD) civilians.

4.3.2. Team of the Quarter and Team of the Year; Military or DoD civilian. Teams must consist of between three and fifteen eligible candidates. Route exception to policy requests through group or WSA chain of command to the 8 FW/CCC and 8 FW/DS for consideration.

5. Recognition Periods

5.1. 1 January through 31 March (1st Quarter)

5.2. 1 April through 30 June (2nd Quarter)

5.3. 1 July through 30 September (3rd Quarter)

5.4. 1 October through 31 December (4th Quarter)

5.5. 1 January through 31 December (Annual)

6. Format for Award Nominations

6.1. For quarterly and annual awards, wing staff and each group may submit no more than one nominee for each category.

6.2. Military (quarterly and annual awards)

6.2.1. Document nominations for Airman, NCO, SNCO, CGO and FGO quarterly and annual awards on the most current version of AF IMT 1206, *Nomination for Award*. Write nominations in bullet format using 12-point font on the front side of the form only. Nominations are limited to no more than 15 lines, including headers, for quarterly awards and 30 lines, including headers, for annual awards. A fourth heading for acronyms is optional and will be limited to the space remaining following the last bullet. Authorized acronym lists, headings and samples for each category are located in [Attachment 8](#).

6.2.1.1. All nominees in military categories, except FGO, will meet a face-to-face board type interview unless unavailable due to TDY/deployment or scheduled leave. All absences must be pre-excused/pre-approved by the 8 FW/CCC and 8 FW/DS. Members unable to meet the board will be given the average board score tallied from those who met the board. Award boards will include the interview results in the final scoring.

6.2.1.1.1. $\geq 50\%$ of the nominees must be available for the face-to-face interviews. If a majority is not available due to TDY/Leave/extenuating circumstances the interviews will be cancelled and all nominees will receive a score of zero for the interview.

6.2.2. Honor Guardsman of the Quarter/Year. Write nominations in bullet format using 12-point font on the front side of the form only. Nominations are limited to no more than 9 lines, including headers, for quarterly awards and 16 lines, including headers, for annual awards. A fourth heading for acronyms is optional and will be limited to the space remaining following the last bullet. Authorized acronym lists, headings and samples for each category are located in [Attachment 9](#).

6.2.3. First Sergeant of the Year nominations are written IAW AFI 36-2805, *Special Trophies and Awards*.

6.3. Civilian (quarterly and annual awards)

6.3.1. Document nominations for all quarterly and annual awards on the most current version of AF IMT 1206. Write nominations in bullet format using 12-point font on the front side of the form only. Nominations are limited to 15 lines, including headers for quarterly awards and 30 lines, including headers, for annual awards. A fourth heading for acronyms is optional and will be limited to the space remaining following the last bullet. Authorized acronym lists, headings and samples for each category are located in [Attachment 10](#).

6.4. Military or Civilian

6.4.1. Document Volunteer and Team of the quarter/year nominations on the most current version of AF IMT 1206. Write nominations in bullet format using 12-point font on the front side of the form only. One heading and no more than 12 bullets are required for quarterly submissions. One heading and no more than 27 bullets are required for annual submissions. A second heading for acronyms is optional and will be limited to the space remaining following the last bullet. Authorized acronym lists, headings and samples for each category are located in [Attachment 11](#) for Volunteer and [Attachment 12](#) for Team.

7. Package Submission

- 7.1. All packages will be submitted to 8 FW/CCCE according to the wing suspense.
- 7.2. The nomination package will contain the following:
 - 7.2.1. Completed AF IMT 1206.
 - 7.2.1.1. Supervisors will annotate completion of a review of the nominee's fitness scores and currency on the AF IMT 1206 (military only).
 - 7.2.1.2. First Sergeants will annotate completion of a review of the nominee's personnel information file on the AF IMT 1206 (military only).
- 7.3. Nomination packages will be submitted NLT 1200 on the suspense date; all packages submitted after the deadline will be rejected unless an exception to policy is granted by the 8 FW/CCC (for enlisted packages) or the 8 FW/DS (for officer and civilian packages).

8. Selection Boards

- 8.1. Quarterly award board members will be coordinated through the 8 FW/CCCE for Enlisted and Volunteer boards, the 8 FW/DS for Officer and Team boards, and the 8 FSS/FSMC Specialist for Civilian boards. Board membership will be comprised of:
 - 8.1.1. AMN: 8 FW/CCC board president and one E-5/6 from each group and wing staff agency.
 - 8.1.2. NCO: 8 FW/CCC board president and one SNCO from each group and wing staff agency.
 - 8.1.3. SNCO: 8 FW/CCC board president and one E-9 from each group and the wing staff agency superintendent (see **Note**).
 - 8.1.4. CGO: 8 FW/DS board president and one FGO from each group and wing staff agency.
 - 8.1.5. FGO: 8 FW/CV board president and four group commanders.
 - 8.1.6. Civilian: 8 FW/DS board president, one SNCO, one GS-09 or above civilian employee, one KGS-09 or above KN civilian employee (English proficiency required), and an 8 FSS/FSMC representative who will serve as a facilitator, not a voting member.
 - 8.1.7. Honor Guardsman: 8 FW/CCC board president, one E-9 or First Sergeant, Honor Guard OIC and the Honor Guard Lead Trainer.
 - 8.1.8. Team: 8 FW/DS board president and either one SNCO or GS-09 or above civilian employee from each group and wing staff agency.
 - 8.1.9. Volunteer: 8 FW/CCC board president and one first sergeant (8F000) from each group. .
- 8.2. Annual award board members will be coordinated through the 8 FW/CCCE for enlisted boards, the 8 FW/DS for CGO boards and the 8 MSG/HR Specialist for Civilian boards. Board membership will be comprised of:
 - 8.2.1. AMN: 8 FW/CCC board president and one E-6 from each group and wing staff agency.

8.2.2. NCO: 8 FW/CCC board president and one E-7 or E-8 from each group and wing staff agency.

8.2.3. SNCO: 8 FW/CCC board president and one E-9 from each group and the wing staff agency superintendent (see **Note**).

8.2.4. First Sergeant: 8 FW/CCC board president and four group superintendents (see **Note**).

8.2.5. CGO: 8 FW/CV board president, four group commanders (or their deputies), and either the 8 FW/DS or 8th Comptroller Squadron Commander.

8.2.6. FGO: 8 FW/CV board president and four group commanders.

8.2.7. Civilian: FGO board president, one SNCO, one GS-09 or above civilian employee, one KGS-09 or above KN civilian employee (English proficiency required), and an 8 FSS/FSMC representative who will serve as a facilitator, not a voting member.

8.2.8. Honor Guardsman: 8 FW/CCC board president, one E-9 or First Sergeant, Honor Guard OIC, and the Honor Guard Lead Trainer.

8.2.9. Team: 8 FW/DS board president and either one SNCO or GS-09 or above civilian employee from each group and wing staff agency.

8.2.10. Volunteer: 8 FW/CCC board president and one first sergeant (8F000) from each group.

NOTE: In the event that a group chief is filling in as the acting 8 FW/CCC, that chief will no longer be a voting member and a chief from that group will sit in as a voting member.

9. Procedures for Selecting a Winner

9.1. Board members will review each package and score each section based solely on the information required in paragraph 7 and the guidance in **Attachment 13** of this instruction. Each nominee's total score will be calculated to determine relative ranking with the other nominees. Board members will annotate their rankings on their score sheet (**Attachments 2, 4 or 6**), sign and return it to the board president. Board members are encouraged to discuss the points/rankings and attempt to resolve any ties. If a tie cannot be broken by the voting members, the board president will break the tie.

9.2. The board president's rankings will only be used in the event of a tie. The board president will review each package and score each section IAW Table 9.1. of this instruction. The board president will use the Board President Score Sheet, **Attachments 3, 5 or 7**. The board president may only use the rank the board members have assigned to the nominees. The rankings will be totaled and the member with the lowest total will be forwarded to the 8 FW/CC for final selection.

Table 9.1. Value (Quarterly and Annual)

Section	Point Value
AMN, NCO, SNCO, First Sergeant, CGO and FGO	
Leadership and Job Performance in Primary Duty	1-60
Significant Self Improvement	1-10

Base or Community Involvement	1-10
Military Bearing	1-5
Dress and Appearance	1-5
Communication Skills	1-10
Honor Guardsman	
Leadership and Performance Discharging Honor Guard Duties	1-60
Other Considerations (Self-Improvement or Community Involvement)	1-20
Military Bearing	1-5
Dress and Appearance	1-5
Communication Skills	1-10
Civilian	
Contributions to Improve the Work Center Operations/Special Acts	1-70
Participation In Community Activities	1-15
Self-Development	1-15
Team	
Significant Accomplishments	1-50
Volunteer	
Significant Accomplishments	1-50

10. Recognition

10.1. All wing staff and group winners will be recognized at a quarterly/annual recognition ceremony. This may be a breakfast, luncheon or banquet. Winners will be announced and honored at this time.

10.2. Employees who are selected as Kunsan Civilian Employees of the Quarter will receive an 8-hour Time-Off Award. The employees selected as Kunsan Civilian Employees of the Year will receive a 16-hour Time-Off Award.

10.3. The 8 FW military annual winners will automatically represent the wing as our nominees for the 12 Outstanding Airmen of the Year (OAY) Award Program and will compete at the next level.

10.4. Military quarterly and annual award winners will be offered an incentive flight IAW AFI 11-401, PACAFSUP1, 8 FW Supplement, *Aviation Management*.

10.5. Recognition Program Funding. The purchase of awards, coins and medallions may be made using operations and maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*.

11. Ceremonial Venues. All 8 FW quarterly and annual award ceremonies, with or without banquet, luncheon or breakfast, are official functions and are hosted by the 8 FW/CC.

JOHN W. PEARSE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

AFPD36-28, *Awards and Decorations Programs*, 1 August 1997
AFI36-2905, *Fitness Program*, 1 July 2010
AFI36-2805, *Special Trophies and Awards*, 29 June 2001
AFI11-401, *Aviation Management*, 10 December 2010
AFI11-401, PACAFSUP1, 8 FW Supplement, 31 Aug 2010
AFI34-201, *Use of Non-Appropriated Funds (NAFS)*, 17 June 2002
AFPAM36-2241, *Professional Development Guide*, 1 October 2011

Adopted Forms

AF IMT 1206, *Nomination for Award*, 1 July 2000
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFN—American Forces Network
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFSC—Air Force Specialty Code
AMN—Airman
CCAF—Community College of the Air Force
CDC—Career Development Course
CGO—Company Grade Officer
DoD—Department of Defense
DRU—Direct Reporting Unit
DS—Director of Staff
EPR—Enlisted Performance Report
FGO—Field Grade Officer
FOA—Field Operating Agency
FW—Fighter Wing
HQ USAF—Headquarters United States Air Force
IAW—In Accordance With

ID—Identification

GS—General Service

KGS—Korean General Service

KN—Korean National

KWB—Korean Wage Board

MAJCOM—Major Command

NAF—Numbered Air Force

NCO—Noncommissioned Officer

OAY—Outstanding Airman of the Year

OIC—Officer In Charge

OPR—Office of Primary Responsibility/Officer Performance Report

PDG—Professional Development Guide

POW/MIA—Prisoner of War/Missing in Action

RSVP—Répondez s'il-vous-plaît (Please Respond)

SM+W—Special Morale and Welfare

SNCO—Senior Noncommissioned Officer

SNCOA—Senior Noncommissioned Officer Academy

SSN—Social Security Number

TDY—Temporary Duty

UCMJ—Uniformed Code of Military Justice

UIF—Unfavorable Information File

US—United States

USFK—United States Forces Korea

VMPF—Virtual Military Personnel

WG—Wing

Attachment 2

BOARD MEMBER'S SCORE SHEET (MILITARY ONLY)

Figure A2.1. Board Member's Score Sheet (Military Only)

Award Type: Quarterly Annual

Category: AMN NCO SNCO CGO FGO First Sergeant



Scoring Breakdown

	Category	Point Value
A	Leadership & Job Performance in Primary Duty	1-60
B	Significant Self Improvement	1-10
C	Base or Community Involvement	1-10
D	Military Bearing	1-5
E	Dress and Appearance	1-5
F	Communication Skills	1-10

Nominees' Scores (use whole point increments only)

Name	Unit	A	B	C	D	E	F	Total Score	Rank Order

Board Member's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 3

BOARD PRESIDENT'S SCORE SHEET (MILITARY ONLY)

Figure A3.1. Board President's Score Sheet (Military Only)

Award Type: Quarterly Annual

Category: AMN NCO SNCO CGO FGO First Sergeant



Board Members' Rankings							Total Score	Board Pres. Rank	Final Rank Order
Name	Unit	OG	MXG	MSG	MDG	WSA			

Board President's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 4

BOARD MEMBER'S SCORE SHEET

Figure A4.1. Board Member's Score Sheet

Award Type: Quarterly Annual

Category: Civilian Volunteer Team



Scoring Breakdown

	Category	Point Value
A	Contributions to Improve Work Center Operations/Special Acts*	1-70
B	Participation in Community Activities*	1-15
C	Self-Development*	1-15
D	Significant Accomplishments**	1-50

* Applies only to Civilian category

** Applies only to Team and Volunteer categories

Nominees' Scores (use whole point increments only)

Name	Unit	A	B	C	D	Total Score	Rank Order

Board Member's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 5

BOARD PRESIDENT'S SCORE SHEET

Figure A5.1. Board President's Score Sheet

Award Type: Quarterly Annual

Category: Civilian Team Volunteer



		Board Members' Rankings					Total Score	Board Pres. Rank	Final Rank Order
Name	Unit								

Board President's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 6

HONOR GUARDSMAN BOARD MEMBER'S SCORE SHEET

Figure A6.1. Honor Guardsman Board Member's Score Sheet

Award Type: Quarterly Annual

Category: Honor Guardsman



Scoring Breakdown

	Category	Point Value
A	Leadership and Performance Discharging Honor Guard Duties	1-60
B	Other Considerations (Self Improvement or Base/Community Involvement)	1-20
C	Military Bearing	1-5
D	Dress and Appearance	1-5
E	Communication Skills	1-10

Nominees' Scores (use whole point increments only)

Name	Unit	A	B	C	D	E	Total Score	Rank Order

Board Member's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 7

HONOR GUARDSMAN BOARD PRESIDENT'S SCORE SHEET**Figure A7.1. Honor Guardsman Board President's Score Sheet**

Award Type: Quarterly Annual

Category: Honor Guardsman



Name	Unit	Board Members' Rankings			Total Score	Board Pres. Rank	Final Rank Order
		Chief or Shirt	HG OIC	HG Lead Trainer			

Board President's Certification:

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 8

MILITARY QUARTERLY/ANNUAL NOMINATION TEMPLATE

Figure A8.1. Military Quarterly/Annual Nomination Template

NOMINATION FOR AWARD		
AWARD Sth Fighter Wing Quarterly/Annual Award	CATEGORY (If Applicable) * Note 1	AWARD PERIOD 1 Jan XX-31Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Abbreviated Rank/First M. Last	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE XXXXXX/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 8 Unabbreviated Squadron Name/Office Symbol/Unit XXXX/Kunsan Air Base/Republic of Korea/APO/AP/96264		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES: * No more than 8 bullets for Quarterly and no more than 19 bullets for Annual		
SIGNIFICANT SELF-IMPROVEMENT: * No more than 2 bullets for Quarterly and no more than 4 bullets for Annual		
BASE AND COMMUNITY INVOLVEMENT: * No more than 2 bullets for Quarterly and no more than 4 bullets for Annual		
ACRONYM LIST: * Note 2		
Fitness Assessment Score/Date: ____/____/____ Signature/Date: ____/____/____		
PIF Reviewed by: _____ Signature/Date: ____/____/____		
Notes: 1. Only use for AMN, NCO, SNCO, First Sergeant, FGO or CGO as appropriate. 2. Limit acronyms to those considered normal Air Force terminology; additional acronyms may be used but are limited to the front of the AF IMT 1206 only (the back of the AF IMT 1206 may not be used). Acronym lists are not authorized on Annual awards nominations.		

Attachment 9

HONOR GUARDSMAN QUARTERLY/ANNUAL NOMINATION TEMPLATE

Figure A9.1. Honor Guardsman Quarterly/Annual Nomination Template

NOMINATION FOR AWARD		
AWARD 8th Fighter Wing Quarterly/Annual Award		CATEGORY (If Applicable) Honor Guardsman
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Abbreviated Rank/First M. Last		AWARD PERIOD 1 Jan XX-31Mar XX
DAFSC/DUTY TITLE 8F000/First Sergeant		SSN (Enter Last 4 Only) 1234
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 8 Unabbreviated Squadron Name/Office Symbol/Unit XXXX/Kunsan Air Base/Republic of Korea/APO/AP/96264		MAJCOM, FOA, OR DRU PACAF
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND PERFORMANCE DISCHARGING HONOR GUARD DUTIES: * No more than 5 bullets for Quarterly and no more than 10 bullets for Annual		
OTHER CONSIDERATIONS (SELF-IMPROVEMENT OR BASE/COMMUNITY INVOLVEMENT): * No more than 2 bullets for Quarterly and no more than 4 bullets for Annual		
ACRONYM LIST: * Note 1		
Fitness Assessment Score/Date: ____/____/____ Signature/Date: ____/____/____		
PIF Reviewed by: _____ Signature/Date: ____/____/____		
Notes: 1. Limit acronyms to those considered normal Air Force terminology; additional acronyms may be used but are limited to the front of the AF IMT 1206 only (the back of the AF IMT 1206 may not be used). Acronym lists are not authorized on Annual awards nominations.		

Attachment 10

CIVILIAN QUARTERLY/ANNUAL NOMINATION TEMPLATE

Figure A10.1. Civilian Quarterly/Annual Nomination Template

NOMINATION FOR AWARD		
AWARD 8th Fighter Wing Quarterly/Annual Award	CATEGORY (If Applicable) * Note 1	AWARD PERIOD 1 Jan XX-31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Pay Grade/First M. Last	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE Position	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 8 Squadron Name Unabbreviated/Office Symbol/Unit XXXX/Kunsan Air Base/Republic of Korea/APO/AP/96264		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 315-782-XXXX Comm: 011-82-63-470-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
CONTRIBUTIONS TO IMPROVE THE WORK CENTER OPERATIONS/SPECIAL ACTS: * No more than 8 bullets for Quarterly and no more than 19 bullets for Annual		
SIGNIFICANT SELF-IMPROVEMENT: * No more than 2 bullets for Quarterly and no more than 4 bullets for Annual		
BASE AND COMMUNITY INVOLVEMENT: * No more than 2 bullets for Quarterly and no more than 4 bullets for Annual		
ACRONYM LIST: * Note 2		
<p>Notes:</p> <p>1. Only use Civilian Category 1, Civilian Category 2, or Civilian Category 3 as appropriate.</p> <p>2. Limit acronyms to those considered normal Air Force terminology; additional acronyms may be used but are limited to the front of the AF IMT 1206 only (the back of the AF IMT 1206 may not be used). Acronym lists are not authorized on Annual awards nominations.</p>		

Attachment 11

VOLUNTEER QUARTERLY/ANNUAL NOMINATION TEMPLATE

Figure A11.1. Volunteer Quarterly/Annual Nomination Template

NOMINATION FOR AWARD		
AWARD Volunteer of the Quarter/Year	CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Abbreviated Rank/First M. Last	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 782-XXXX COMM: 011-82-63-470-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 8 Unabbreviated Squadron Name/Office Symbol/Unit XXXX/Kunsan Air Base/Republic of Korea/APO/AP/96264		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 782-1111 COMM: 011-82-063-470-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT VOLUNTEER ACCOMPLISHMENTS: * No more than 12 bullets for Quarterly and no more than 27 bullets for Annual * Note 1 ACRONYM LIST: * Note 2		
Notes: 1. Define the scope of the member's volunteer work and the impact on the morale and welfare of base personnel and the community through volunteer service. Include total hours donated by the nominee to perform volunteer work during the nomination quarter. Put emphasis on impact and results. 2. Acronym listings are limited to the space following the last bullet of the nomination. Only one acronym per line is allowed.		

Attachment 12

TEAM QUARTERLY/ANNUAL NOMINATION TEMPLATE

Figure A12.1. Team Quarterly/Annual Nomination Template

NOMINATION FOR AWARD		
AWARD Team of the Quarter/Year	CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team Name	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-782-XXXX COMM: 011-82-63-470-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 8 Unabbreviated Squadron Name/Office Symbol/Unit XXXX/Kunsan Air Base/Republic of Korea/APO/AP/96264		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 315-782-XXXX COMM: 011-82-63-470-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT ACCOMPLISHMENTS: * No more than 12 bullets for Quarterly and no more than 27 bullets for Annual * Note 1 ACRONYM LIST: * Note 2		
<p>Notes:</p> <p>1. Define significant accomplishments. Examples include: how team improved base's work environment or base's/community's quality of life, enhanced productivity of the work force, increased customer satisfaction or improved customer service, encouraged bottom-to-top communication and team problem solving, promoted unit/base cohesiveness, exceeded standards and/or implemented a new best practice/procedure. Define the scope and level of accomplishments and their impacts on the mission, unit, base and/or community. Place emphasis on impact and results. Do not list individual accomplishments.</p> <p>2. Acronym listings are limited to the space following the last bullet of the nomination. Only one acronym per line is allowed.</p>		

Attachment 13

GUIDE FOR BOARD EVALUATIONS

A13.1. Selection: Selection will be based on a combination of the AF IMT 1206 (**80 points**) and the personal board interview (**20 points**). When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process. Resolution is required when the ranking order is inconsistent with a winner based on total points (i.e. Sgt Jones has the least total points but three of the five board members have another nominee ranked as their number 1).

A13.1.1. AF IMT 1206, Nomination for Award: Effective evaluation of the AF IMT 1206 requires a detailed thought process; it is challenging to review nomination packages and determine who are the “Best of the Best.” Each board member must remember *it is not the writer; it is the accomplishment of the nominee which makes the difference*. Strong emphasis must be on initiative, achievement and impact, not writing style. When evaluating an AF IMT 1206, the individual’s quarterly write-up cannot exceed 15 lines (including the three category headings) or no more than 30 lines for annual awards (including headings). **Attachments 8 - 12** contain the required distribution of lines. The total possible points that can be awarded are 80. The three approved categories listed below will be scored. Each line will be evaluated on its own merit as it relates within the respective category. Board members may award maximum points to each section using whole or half point increments. Board presidents must break all ties.

Heading	Point Value
Leadership and Job Performance in Primary Duty	1 – 60
Significant Self-Improvement	1 – 10
Base or Community Involvement	1 – 10

A13.1.1.1. Leadership and Job Performance in Primary Duty. The individual’s primary duty accomplishments are the most important element of the nomination package. This is the most difficult section to score because everyone does an outstanding job in his or her area of expertise. Below are guidelines to assist board members in differentiating the impact on the mission and leadership role.

Impact on the entire Wolf Pack team

Innovative methods/programs developed, designed, implemented and impact

Process Improvement – cost savings, percentage improved or reduced

Superior leadership or training skills

Quantification and qualification of results

Key additional duties with significant impact

Wing working group or committee chair/member

Higher HQ, service unique or DoD involvement

Unit/Wing/Group/command-level and higher awards (both individual and unit; deployed or homestation)

A13.1.1.2. Significant Self Improvement. The primary focus of this section is the individual’s professional and personal development and how it benefits the USAF. The key factors to this category are individual commitment level and personal sacrifice. You

can judge this by answering the following questions. How much time was expended? How much effort was involved? Was the achievement done on duty or during off-duty time?

Off-duty Education College (in-residence, on-line, correspondence classes, etc.)

Upgrade Training (5-level completion, CDC progress, formal training courses, etc.)

Advanced career field or Military Occupational Specialty training

Readiness training

Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.)

A13.1.1.3. Base or Community Involvement. This section rounds out the whole person concept. Unit and base activities/support should be weighed more heavily on community involvement because they directly impact the Wolf Pack and the surrounding community. Again, the individual's commitment level and personal sacrifice are key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the member participate or lead the effort?

Involvement in professional organizations

Key leadership position on executive council coupled by the achievement or results

Color/Honor Guard and sustained participation

Leadership position or role in community

Special Olympics, Boy Scouts, Big Brother/Sister, etc. (Number of hours and frequency)

Coaching sporting teams (squadron intramural teams, adult or youth programs, etc.)

Participating in major community ceremonies such as unit member retirement,

POW/MIA vigil, retreat, marched in community parade while in uniform (i.e., Veteran's Day, Fourth of July, and Liberation Day)

Base Sponsored Programs

Quarterly/Annual Awards Committee

A13.1.2. Face-to-Face Interview. The primary purpose of the face-to-face board is to ensure nominees' dress and appearance, military bearing, oral expression and articulation of responses. This is a very subjective area for board members to evaluate and you must baseline your judgment against military standards. The total possible points that can be awarded are 20. The three approved categories listed below will be scored.

Category	Point Value
Military Bearing	1 – 5
Dress and Appearance	1 – 5
Communication Skills	1 – 10

A13.1.2.1. Dress and Appearance: Uniform: cleaned, pressed and proper fitting.

Accouterments: properly placed on the uniform.

Jewelry: not more than three rings, correct earrings, no visible necklace, etc.

Decorations: ribbons in proper order, clean/serviceable condition.

Hair: appropriate style, length, color, approved ornamentation.

A13.1.2.2. Military Bearing: Room entry: appropriate facing movements

Reporting: appropriate introduction.
Posture

A13.1.2.3. **Communication Skills:**

Pronunciation/Annunciation

Eye contact: direct and impartial.

Demonstrates ability to organize thoughts

Speech: appropriate rate, pitch and volume

Non-verbal: appropriate use of facial expressions, gestures

A13.2. Face-to-face Interview Board Guidelines: The board president is responsible for contacting the board members to provide instructions in regards to preparing board questions. The board president will task each of the board members with a specific category (see below for categories). Board members are to prepare three questions (two primaries and one alternate) for their respective tasked board category. Questions will be opinionated, thought provoking, and designed to assess the nominee's ability to organize thoughts and articulate a response. Questions will come from some or all of the following areas:

A13.2.1. **Questions for the Airman Category:**

A13.2.1.1. **Current Events.** General knowledge of current AF news or world events and their opinions regarding these items (for example: Operation IRAQI FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs 5 priorities, CMSAF Viewpoints, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A13.2.1.2. **Airmen Heritage.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.1.3. **Custom & Courtesies.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.1.4. **Individual Accomplishments.** Prepare questions to evaluate the nominee's knowledge, involvement and impact on his/her personal and/or unit's success/accomplishments--how his/her accomplishments/leadership impacted the successes of their unit (this is an excellent opportunity to gather background information on the nominee). Use the nominee's AF IMT 1206 to prepare these questions.

A13.2.1.5. **Enlisted Force Development, Airman General & Specific Responsibilities.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.2. **Questions for the NCO Category:**

A13.2.2.1. **Current Events.** General knowledge of current AF news or world events and their opinions regarding these events (for example: Operation IRAQI FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs 5 priorities, CMSAF Viewpoints, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A13.2.2.2. **Enlisted Force Development, NCO General & Specific Responsibilities.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.2.3. **Leadership.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.2.4. **Enlisted Evaluation System.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.2.5. **Fit Force.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.3. Questions for the SNCO Category:

A13.2.3.1. **Current Events.** General knowledge of current AF news or world events and their opinions regarding these events (for example: Operation IRAQI FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs 5 priorities, CMSAF Viewpoints, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A13.2.3.2. **Enlisted Force Development, SNCO General & Specific Responsibilities.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.3.3. **Resource Management.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.3.4. **Communication in Today's Air Force.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.3.5. **Fit Force.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.4. Honor Guard Requirements:

A13.2.4.1. Recite, from memory, one paragraph from the Honor Guard Charge.

A13.2.4.2. Three questions from the USAF Honor Guard training manual.

A13.2.5. CGO Category:

A13.2.5.1. **Current Events.** General knowledge of current AF news or world events and their opinions regarding these events (for example: Operation IRAQI FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs top 5 priorities, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A13.2.5.2. **Leadership.** Refer to CSAF point papers published in the Leaders section of the Air Force Portal website.

A13.2.5.3. **Fit Force.** Reference AFPAM 36-2241, *Professional Development Guide*.

A13.2.5.4. **Air Force Strategic Plan.** Reference the current AF Strategic Plan located on the AF Portal.

A13.2.5.5. **Scenario based questions.** Using the above categories, the board will present the nominee with a leadership scenario(s) requiring the nominee to use information studied above and personnel experience to reach a conclusion/solution.

Attachment 14

BOARD PRESIDENT CHECKLIST

Figure A14.1. Board President Checklist

Pre-Board	Yes	No
Check room set up		
Ensure greeter/board recorder are present		
Introduce yourself to the board members and each other		
Discuss board procedures and review questions		
Conducting the Board		
Welcome, congratulate, and put nominee at ease		
Explain proceedings to nominee, define questions (1 each/opinionated)		
Introduce yourself as board president, then your fellow board members by rank, name, and unit		
Encourage nominee to start by telling the board about themselves (career, family, short/long-term goals, etc.)		
Begin board questions		
Completing the Board		
Ask the nominee if they have any questions they would like to re-address or closing comments they wish to make to the board members		
Instruct the nominee not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage		
Offer closing congratulations		
Dismiss nominee		
Post-Board		
Score nominees		
Gather all score sheets and surplus documents		
Instruct board members to not discuss results until official release by 8th Fighter Wing Commander		
Ensure room is left in neat and orderly manner		
Provide final score sheet to 8th Fighter Wing Command Chief		

Attachment 15

PREPARING FOR THE BOARD

As the saying goes, “First impressions are lasting impressions.” All boards allow points for dress, appearance and military bearing. If you study and master the tips below, you will greatly increase your chances for success.

Table A15.1. Preparing for the Board

	Yes	No
Memorize: Airman’s Creed. Review: Study AFPAM 36-2241, Professional Development Guide. The PDG is available on line. Current events are a must. Review current month’s Airman Magazine and the Air Force Times. Current event questions are usually compiled during the week before the board meets. Gather the majority of your information during that time frame. Be prepared to answer scenario based questions on how you would react/respond in handling specific leadership situations (based on your rank and level of responsibility). Questions will be designed to give your opinion but you must know some information about topics.		
Write down your goals, aspirations and extracurricular activities (and practice expressing them verbally). Example: “I have just finished my career development course and I’m awaiting my 5-skill level. I’m enrolled in the Community College of the Air Force and currently possess 24 credit hours. My goal is to receive my Associate’s Degree within two years.” Board members are judging (and scoring) how you express yourself.		
Write down your hobbies and a brief synopsis of your career (and remember them). This is often an icebreaker question and gives you a chance to talk about yourself.		
Study a copy of the narrative that accompanied your nomination. Board members often ask you to expound on information they find in the write up.		
Know your current chain of command.		
Females: Wear slacks and low quarters or low heeled pumps. It’s easier to get the length right on slacks than skirts and it’s less likely to change when you sit and stand. Lower heels make it easier to make facing movements.		
Practice facing movements in the same shoes you will be wearing when you meet the board. Determine the location of the board and practice on the same type floor covering (i.e., carpet, linoleum, etc.). If possible, do a pre-visit to the area/room where the board will be held to familiarize yourself with your surroundings.		
Ensure your shoes look good. If it is raining the day your board meets, carry your shoes in a plastic bag and change when you get there. Ensure the soles of your shoes are free of dirt and dust. Use polish and/or edge dressing and ensure you have a fresh coat on. Take a small piece of cloth or old nylon hose to wipe the dust off your shoes.		
If the weather is bad, carry your uniform in a plastic bag and change when you arrive.		

Remember to always get your service dress dry cleaned as a set--never do your trousers/skirt and coat separately. This will prevent uneven fading.		
Ensure your collar brass and ribbons are pristine.		
Ensure ribbons are in the proper order and any you wear are updated in the Personnel Data System/VMPF.		
Use masking tape to remove lint from your service dress coat.		
Males: Consider wearing shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner.		
Do not have anything in your pockets except your ID card--no keys, change, etc.		
If meeting the board in a short sleeve shirt, clean your name tag with wax to remove scratches.		
Males: Get a haircut within a few days before meeting the board.		
Females: Ensure bangs are off your eyebrows and hair does not extend below the bottom of your collar. Don't even make it close—board members should not have to look twice to see if you're in compliance.		